



DBHDD

Department of Behavioral
Health & Developmental
Disabilities

Provider Enrollment

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Provider Network Management

Provider Enrollment: New and Existing Providers

- Open Enrollment for New Providers
 - When
 - How
 - Requirements
- Expansion Requests for Existing Providers
 - When
 - Expedited Requirements



New Providers

- ❑ Open Enrollment for Letters of Intent (LOI)
 - July 1 – 31
 - January 1 – 31
 - Provider Informational Forums
 - ❑ Each June and December
 - ❑ Review Requirements and Process
 - ❑ Questions and Answers



New Providers: Policy Requirements

□ DD Provider Enrollment Policy:

- <http://gadbhdd.policystat.com/>
- Policy # 02-701

□ Policy Changes

- Financial Requirements
- Training Requirements
- Administrative Requirements



New Providers: Policy Requirements

- LOI's with Pre-qualifiers Timeline
 - 2 Days: PNM Acknowledgement Email
 - 30 days: PNM Status Report
 - 5 Days: Provider Response Submitted
 - 15 Days: PNM Final LOI Status Report



New Providers: Policy Requirements

□ Application Timeline*

- 30 Days: Submit upon Invitation
- 2 Days: PNM Acknowledgement Email
- 15 Days: PNM First Status Report
- 5 Days: Provider Response Submitted
- 5 Days: PNM Final Status Report

* New 6 month option to obtain license when required



Existing Providers

- ❑ Expansion requests are reviewed all year
 - 112 Current Open Applications
 - Currently Reviewing 30 to 60 days old

- ❑ Expedited Requests:
 - Initiated by the Regional Office
 - Approved by the Division of DD
 - Submitted to PNM



Policy Changes for Expansion

- ❑ To be eligible for consideration of expansion:
 - Must have 12 months of service provision
 - and**
 - Successful completion of the DBHDD Standards Review or be accredited by one of the recognized accrediting bodies



Licensing Requirements for Respite

- ❑ Personal Care Home Permit
- ❑ Community Living Arrangement Permit
- ❑ Child Caring Institutions for 4 beds and Child Placing Agencies



Provider Numbers and Inactivity

- ❑ Provider Numbers Suspend – 12 months of inactivity
- ❑ Provider Numbers Terminate - 16 months of inactivity
- ❑ Numbers can only be Reactivated before Termination
- ❑ After Termination – Provider must reapply for service BUT must apply as a new provider if this is the only agency number

Director of DD Services

- ❑ Changes Effective January 1, 2013
- ❑ Increased Experience





Director of DD Services

- ❑ Option 1 - A designated agency director who must have
 - A bachelor's degree in a human service field:
 - ❑ Social Work,
 - ❑ Psychology,
 - ❑ Education,
 - ❑ Nursing, or
 - ❑ Closely Related Field

AND



Director of DD Services

- Five years of experience in service delivery to persons with developmental disabilities,

WITH

- At least two of these years serving in a supervisory capacity;

Director of DD Services

□ Option 2- A designated agency director who must have:

■ Associate degree in

- Nursing,
- Education or
- Related field

AND



Director of DD Services

- Six years of experience in service delivery to persons with developmental disabilities,

WITH

- At least two of these years serving in a supervisory capacity



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